

## Summary of OPI Activities for May 2014

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## Summary of OPI Activities for May 2014

### Office of the Superintendent

#### OPI partners with MHSA to collect student participation data

The Montana High School Association and the Office of Public Instruction have worked collaboratively to build a simple online tool for high schools to report their participation counts for athletics and activities as well as career and technical student organizations. This collection will open in May along the same timeline that MHSA has followed in the past. School personnel will access the online tool from the MHSA website, select their school(s) from a drop down list, enter their participation counts, and submit their data. MHSA has sent out instructions for establishing user accounts for submitting data. Responses for the MHSA participation figures are due by May 15, 2014.

The new tool provides an easy process for schools to submit their data. The MHSA will use the data for reporting NFHS participation figures. OPI will use the data to report the total number of students that participate in extracurricular activities as required by 20-7-104, MCA.

For more information, contact [Madalyn Quinlan](#), 406-444-3168

#### Student Advisory Board meeting in Billings - April 24-25

Superintendent Juneau convened the Superintendent's Student Advisory Board (SAB) in Billings on Thursday and Friday, April 24 and 25, at the Yellowstone Art Museum. The focus of the spring meeting of the Student Advisory Board was student voice in civic life, focusing on how schools have helped prepare Montana students to be engaged citizens. The students were joined by special guests Rep. Donald Jones, Sen. Robyn Driscoll, Dan Carter, Public & Government Affairs for ExxonMobil and Dr. Johnel Barcus with Sage Quest Consulting.

Student Advisory Board members were first nominated by local school and community members and also had to apply for selection to the board. Members of the 2014-2015 Student Advisory Board will be announced mid-May.

For more information, contact [Jennifer Bezanson](#), 406-444-3526

#### Superintendent Juneau to speak at May Graduations

Superintendent of Public Instruction Denise Juneau will speak at several graduation ceremonies in May. Her schedule includes:

- May 3, MSU-Northern, Havre
- May 9, Stone Child College, Box Elder
- May 17, Wibaux High School
- May 22, Dinner honoring Missoula County Public Schools Native American Graduating Seniors
- May 25, Hardin High School

For more information, contact [Billie LeDeau](#), 406-444-5658

## Accreditation and Educator Preparation

### 2014-15 Highly Qualified Teacher Requirements

This [annual letter](#) provides information to school administrators about the federal highly qualified teacher (HQT) requirements of the Elementary and Secondary Education Act (ESEA) for new-to-the-profession and experienced elementary and secondary teachers teaching core academic subject classes. The information is a refresher of what school administrators need to know about the federal HQT requirements and the applicable state standards adopted by the Board of Public Education (BPE). Go to the OPI website for more information.

[http://opi.mt.gov/Programs/Federal/index.html?gpm=1\\_6](http://opi.mt.gov/Programs/Federal/index.html?gpm=1_6)

For more information, contact [Linda Peterson](#), 406-444-5726

### Resource for Hiring Appropriately Licensed Teachers

TEAMS now has a report that you will find extremely useful as you are advertising open positions for your schools. The report is titled "NCES Course Codes and Endorsements List." The report contains all of the Montana course codes and the Montana educator licenses and endorsements required to teach these courses. You may access this report by logging into TEAMS, or you may use the Guest sign in on the login page. Click on the reports tab, select and download the report.

If you are considering hiring a teacher who has a license in another state, it is strongly recommended that the candidate provides his or her Montana license to you before you sign a contract. If you have any questions about where a potential hire is in the licensure process, send an email to [cert@mt.gov](mailto:cert@mt.gov) with an inquiry.

For more information, contact [Teri Wing](#), 406-444-4436

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## Assessment

### Smarter Balanced Field Test

The testing window for the Smarter Balanced Field Test is March 25-May 30, 2014. As of April 18, 72.3% of test takers had started testing with an average of 10,000 tests starting each day.

Please share your feedback with us on how the Smarter Balanced Field Test administration went for you, and help us to make improvements for next year. The link to the survey is:

<http://www.keysurvey.com/votingmodule/s180/f/601725/340f/>

Smarter Online Reporting System (ORS): Track the progress of testing at your school with the SBAC Online Reporting System in the Field Test Portal at <http://sbac.portal.airast.org/>

OPI Field Test Web Site: [http://opi.mt.gov/curriculum/MontCAS/#gpm1\\_4](http://opi.mt.gov/curriculum/MontCAS/#gpm1_4)

For more information, contact [Judy Snow, State Assessment Director](#), 406.444.3656

## **ACT Plus Writing**

Test Window: Initial test date – April 23; Makeup test date – May 7; Accommodation window – April 23-May 5.

Makeup Test Materials: Test Supervisors will receive an email on April 23 with instructions for ordering makeup test materials for students unable to test on April 23. Test supervisors will have through April 24 to order makeup materials. Any initial test day materials used on the makeup test day will be invalidated.

ACT Plus Writing Test Administration Grant: Schools who applied for the ACT Plus Writing Test Administration Grant in March are now able to accept the funds on E-Grants until May 30. Test Supervisors will have another opportunity to apply for the grant from April 23-May 14.

For more information, contact [Judy Snow, State Assessment Director](#), 406-444-3656

## **The NCSC Alternate Assessment Phase I Pilot**

Test Window: April 14- May 16

Participation overview: 61 Students in grades 3-8 and 11, 23 Teachers, 11 School Districts,

Pilot purpose: The purpose of the NCSC Pilot 1 Test is to try out test items, examine test administration conditions, and review item scoring processes and procedures. The NCSC Test Administration Portal and Learning Management System will be tested, and teachers/test coordinators will provide feedback on the assessment items, the online test, and training.

For more information visit the OPI New Alternate Assessment page:

<http://opi.mt.gov/Curriculum/MontCAS/index.html>

For more information, contact [Judy Snow, State Assessment Director](#), 406-444-3656

## **English Language Proficiency Assessment Results**

Results reports were mailed to System Test Coordinators the week of April 14-18. Paper report types included:

- Parent/Guardian (sent to parent/guardian each year)
- Teacher Student Roster (copy to be placed in student cumulative folder)
- Student Roster
- School Frequency
- District Frequency

Please review the reports to determine if any of your students will need to be re-designated as formerly LEP. This re-designation in AIM must occur by June 30.

Two learning resources for interpreting test results are posted on the OPI website:

- 2013-2014 WIDA Interpreting Score Reports Webinar/Tutorial: <http://www.wida.us/get.aspx?id=689>
- Montana's ELL Exit Criteria Tutorial: [http://prezi.com/5l9revmfcws6/?utm\\_campaign=share&utm\\_medium=copy](http://prezi.com/5l9revmfcws6/?utm_campaign=share&utm_medium=copy)

For more information, contact [Judy Snow, State Assessment Director](#), 406-444-3656

## Career Technical and Adult Education

### Please Obligate Remaining PERKINS Funds for 2013-2014

FRIENDLY REMINDER to all high school districts with an outstanding or remaining 2013-2014 Perkins allocation to please obligate your remaining funds before the end of this current school year. If you have questions regarding your Perkins balance or any submitted cash requests, please contact Charlotte McMilin, Perkins Accountant. If you have questions about obligating your Perkins funds, please contact either Brad King or Renee Harris. Brad can be reached at: 406.444.4451 or by email at: [bking2@mt.gov](mailto:bking2@mt.gov) Renee can be reached at: 406.994.6986 or by email at: [rharris3@mt.gov](mailto:rharris3@mt.gov)

For more information, contact [Charlotte McMilin](#), 406.444.4403

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## Educational Opportunity and Equity Division

### Preliminary Allocations for Title IA and Title IIA

Preliminary Allocations for Title IA and Title IIA have been posted to the OPI website. These amounts are for the 2014-2015 school year. While these are the preliminary amounts, final allocations are usually close to the final totals, and they can be very useful in planning for the upcoming school year. If you have questions, please contact the Title I unit. Click on the following link to access the pages:

[http://opi.mt.gov/Programs/federal/index.html#p7GPc1\\_3](http://opi.mt.gov/Programs/federal/index.html#p7GPc1_3)

For more information, contact [Jack O'Connor](#), 406.444.3083

### Innovative Solutions Newsletter

The Instructional Innovations Unit and the School Support Unit are proud to announce the launch of a monthly online *Innovative Solutions Newsletter*.

The newsletter will be based on the components within The Montana Literacy Plan (MLP). The MLP provides guidance for districts, schools and early childhood centers as they plan for comprehensive literacy instruction and assessment. A school's curriculum must be grounded in the Montana Common Core Standards (MCCS) and delivered with research-based instructional strategies that meet the needs of all learners. The MLP outlines systemic processes for educational leaders towards the improvement of student literacy outcomes which include a comprehensive assessment system to inform the decision-making and action goal setting processes.

The *Innovative Solutions Newsletter* provides current evidence-based resources and tools to support schools as they implement the MLP to increase student literacy outcomes. The following components will be highlighted each month: Leadership, Standards, Instruction, and Assessment.

The MLP and a brief video outlining its contents are available for download on our website at the following links:

MLP: [http://opi.mt.gov/pdf/Instructional\\_Innovations/MSRP/12NovMtLiteracyPlan.pdf](http://opi.mt.gov/pdf/Instructional_Innovations/MSRP/12NovMtLiteracyPlan.pdf)

Video: [http://opi.mt.gov/Streamer/instructional\\_innovations/MTLiteracyPlan.mp4](http://opi.mt.gov/Streamer/instructional_innovations/MTLiteracyPlan.mp4)

If you would like to be a regular subscriber to the newsletter, please enter your email on the Office of Public Instruction (OPI) subscriptions website at <http://www.opi.mt.gov/Subscriptions/>, check the *Innovative Solutions Newsletter*, and click on Subscribe.

For more information, contact [Kathi Tiefenthaler](#), 444-1872

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## Health Enhancement and Safety

### School Nutrition Professionals Summer Conference

#### Good Nutrition Makes Cents - 2014 Annual Conference

Sponsored by the Montana School Nutrition Association and OPI School Nutrition Programs

Heritage Inn in Great Falls

June 17- 19, 2014

[2014 Conference at a Glance](#)

[2014 Conference Highlights](#)

[2014 Conference Registration](#)

[2014 Preconference Descriptions](#)

For more information, contact [School Nutrition Programs](#), 406-444-2501

### Community Eligibility Provision

National Association of State Boards of Education - The Community Eligibility Provision of the Healthy Hunger-Free Kids Act

Community Eligibility: What Policymakers Need to Know About Changes Coming to School Meals

This webinar is now on-demand! [Watch the full event here.](#)

Other Community Eligibility Provision Resources:

- [Community Eligibility Resources from FRAC](#)
- [U.S. Department of Education Guidance: The Community Eligibility Provision and Selected Requirements Under Title I](#)
- [NASBE Policy Update: The Community Eligibility Provision of the Healthy-Hunger Free Kids Act](#)
- [USDA's Community Eligibility Estimator Tool](#)

For more information, contact [School Nutrition Programs](#), 406-444-2501

### Summer Food Service Program

Mail this [postcard](#) or include it with student take-home materials to comply with the SFSP outreach requirement for schools. If you are interested in learning more about the SFSP, check out our latest [Summer 2014 Newsletter](#).

For more information, contact [School Nutrition Programs](#), 406-444-2501

### Cooking from Scratch with Fresh, Local Foods

Montana Team Nutrition offers healthy cooking workshops to support schools in serving fresh, local foods.

Montana Cook Fresh is a new course designed to provide participants with the culinary skills and resources to efficiently prepare whole, fresh foods including fruits, vegetables, and legumes. These skills will allow participants to create tasty, attractive meals while meeting meal pattern requirements including reduced sodium. Participants will also learn how to use local foods and explore equipment that will make preparation easier. Chefs and school food service staff will share firsthand knowledge in this hands-on workshop. This workshop is offered at the Montana School Nutrition Association meeting in June in Great Falls and regionally throughout the summer months.

The Build a Rainbow on My Tray cooking workshop will be held late Summer in St. Labre. This workshop will focus on menus, recipes and preparation tips for tasty, eye-appealing and healthy school meals. This workshop will be designed for Native schools; and is applicable for both Native and non-Native schools. Build a Rainbow on My Tray is a cooking demonstration workshop with a delicious lunch provided.

Information for both cooking workshops will be forthcoming on the MT Office of Public Instruction School Nutrition Programs website, under Current Events and Training

[http://opi.mt.gov/Programs/SchoolPrograms/School\\_Nutrition/#p7GPc1\\_2](http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/#p7GPc1_2)

For more information, contact [Montana Team Nutrition](#), 406-994-5397

### **2014 School Wellness in Action Mini-Grants Awarded**

Montana Team Nutrition is pleased to announce the 2014 *School Wellness in Action Mini-Grant Program* designed to support Montana school districts in putting their school wellness policies into action. School wellness policies focus on improving students' health through increasing access to healthful food and beverage choices, nutrition education, and opportunities for regular physical activity. Twelve schools will be awarded a mini-grant (from \$1,000-2,000) to utilize in the 2014-15 school year to support nutrition and/or physical activity for students. These school districts include: Amsterdam, Anaconda, Bigfork, Corvallis, Frenchtown, Hinsdale, Lewistown, Lockwood, Missoula Catholic, Shields Valley, Somers/Lakeside, and Troy.

For more information, contact [Katie Bark](#), 406-994-5641

### **Traffic Education Year-End reports (TE06) are due before July 10**

Traffic Education reimbursement for 2013–2014 Traffic Education (TE) Programs is estimated at approximately \$100 per TE student. Reimbursement each year is based on the annual revenue from driver's license fees and the total number of students completing a traffic education course in Montana's public schools. The payment is determined in July of each year for disbursement to schools in August.

To see reports showing payments made to districts in prior years, visit the [Traffic Education Reports](#) page.

TE06 Year-End Reports can be submitted online via the [Traffic Education Data and Reporting System](#) (TEDRS). First check your student count in TEDRS under *Reports, Traffic Education Student Count* to verify that all student lists have been completed and reported to OPI for all traffic education classes with completion dates between July 1, 2013 and June 30, 2014. If the number is not correct, contact the Traffic Education Office right away.

Districts submitting forms via [TEDRS](#) DO NOT need to mail a printed hardcopy of these forms to the OPI.

These required TE forms can be completed and submitted via TEDRS:

- TE01 Program Application -- Due August 1 or BEFORE TE program begins
- TE03/04 -- Due upon completion of each TE class or prior to July 10
- TE06 Year-End Report -- Due before July 10 with program and budget information for annual August TE reimbursement.

Submit the TE06 Year-End Report via the Traffic Education Data and Reporting System (TEDRS). If you need a username to access the system, send your name, phone number, email address and school district name to Patti Borneman. A sample of the TE06 form can be downloaded on the [Traffic Education Forms](#) page. MAEFAIRS and Pupil Transportation users can use their OPI common login names, but need to request access to TEDRS.

For more information, contact [Patti Borneman](#), 406.444.4432

### **Traffic Ed district applications (TE01) are due for 2014 summer programs**

If you are planning to offer your first traffic education class of the current school year and have not yet submitted your TE01 District Application, please do so as soon as possible. The TE01 MUST be approved before your traffic education program begins.

Please remember: if your summer program ends before or on June 30, enter your TE01 in school year 2014, but if it ends on July 1 or later, enter the TE01 in school year 2015.

If you're not sure if your program has been approved this year, check the School Program Schedule on the [OPI Traffic Education](#) webpage. On this screen, find your school in the dropdown list to review details about your traffic education program, including the instructors approved to teach the course.

If you need to submit your TE01 form, submit it via the Traffic Education Data & Reporting System (TEDRS) or print out and send in the TE01 form available on the Traffic Education Forms page. If you are not using TEDRS to submit your forms, please download the updated forms -- TE01, TE03 and TE04 (submitted together) and TE06 -- from the [Traffic Education Forms](#) web page.

Click on the link above to access the OPI's Traffic Education webpage.

For more information, contact [Patti Borneman](#), 406.444.4432

### **Montana DRIVE Workshops are going fast! Register now.**

The 2014 Montana DRIVE summer workshops in June are nearly sold out, and in July and early August are quickly filling up. If you are planning to come to Lewistown this summer for advanced driver training, please register soon to reserve your spot. Visit the [Montana DRIVE](#) website, download the calendar and choose your first and second choice dates. We will sign you up and send you an invoice.

Every year we train between 450-500 drivers on a closed driving track in Lewistown to practice safe driving maneuvers that will make you more confident and skilled behind the wheel. Learn how to control a vehicle in critical driving situations and recover safely when a wheel drifts off road.

The course is designed for all types of drivers. School and transit bus drivers, heavy equipment drivers, state and federal workers, EMS and first responders, and individuals wanting to improve their driving skills take the workshop each summer. Special teen workshops are offered July 28, 29 and 30 and State Farm Insurance has again provided \$200 scholarships to teens who apply and pay a \$80 fee.

One college credit is available from MSU-Northern for teachers who write a short paper on the experience and stay an extra day to student teach.

Visit <http://www.montanadrive.mt.gov> to select a workshop date and then email or call OPI to register. The adult workshop fee is \$315 per driver. Call (406) 444-4432 or e-mail [MontanaDRIVE@mt.gov](mailto:MontanaDRIVE@mt.gov).

For more information, contact [Patti Borneman](#), 406.444.4432

### **Celebrate Bike to School Day on May 7**

[Does Your School Need Bikes and Helmets?](#) Register your event and be entered in the Bike to School Day Helmets on Heads Giveaway! Schwinn's Helmets on Heads program will give away ten bicycles and twenty helmets to ten lucky schools or student-focused community organizations that have registered to participate in this year's Bike to School Day event. They have just three drawings left to go. Registration closes on May 31st. Additionally, all local resources

that register on the website will be included in the final drawing and will be given the opportunity to select a school to receive the bikes on behalf of that resource.

[Looking for Event Ideas?](#) Need help finding activities to put your event over the top? Walkbiketoschool.org has a collection of more than 50 event ideas compiled from experienced Walk and Bike to School event organizers. Some of these ideas are simple, others are more complex. Think about what fits your event and community.

[Plan an Event in Seven Days!](#) To help Bike to School Day newcomers and last-minute organizers, walkbiketoschool.org has a resource to help you plan an event in less than two weeks. Plan an Event in Seven Days provides a day-by-day to-do list to gear up an event to hit the streets.

[National Bike to School Day](#) events raise awareness of the need to create safer routes for bicycling and walking and emphasize the importance of issues such as increasing physical activity among children, bicyclist and pedestrian safety, reducing traffic congestion and concern for the environment. The events build connections between families, schools and the broader community.

For more information, contact [Fran Penner-Ray](#), 406.444.4396

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## Indian Education

### OPI IEFA Librarian Summer Workshop

#### Save the Date!

**IEFA Summer Camp for School Librarians**, brought to you by the Office of Public Instruction Content Standards and Instruction and Indian Education Divisions

August 11-12, 2014

Flathead Valley Community College, Arts and Technology Building, Room 139, Kalispell, Montana

Bring your ideas and best practice knowledge to share in this valuable round table think camp! Topics include IEFA background knowledge, Close Reading using primary documents, English Language Arts model unit book talks, writing across the content areas, exploring Library of Congress resources, and much more. Presenters include Colet Bartow, Mandy Smoker Broadbush, Julie Cajune, Dana Carmichael, Martha Kohl, Deb Mitchell, Dottie Susag, and fellow librarians. Please register early as space is limited to the first 50. For complete details go to <http://opi.mt.gov/programs/indianed/IEFA> > Professional Development > Upcoming Training.

For more information, contact [Joan Franke](#), 444-3694

### Virtual Field Trip to Chief Plenty Coups State Park

Join OPI, MT State Parks and Inspired Classroom as we take a virtual field trip to Chief Plenty Coups State Park. During this one hour interactive video conference students will learn about Apsaalooke (Crow) culture. In addition, students will learn about Chief Plenty Coups and virtually visit the State Park, located outside of Pryor, MT. The field trip will be presented by Mike Jetty, OPI Indian Education Specialist.

This free program is presented by Montana State Parks and OPI. Please call Alli DePuy at Inspired Classroom at 406.830.3232 to reserve a time for your classroom. Would you like your entire school to participate? Ask Alli about reserving multiple time slots!

Space is limited. Don't let your school miss out on this amazing educational opportunity, call today to reserve a time for your classroom.

May 13 2014:

- Grades 1-4th 9:30am & 10:30am
- Grades 5-10th 12:30pm 1:45pm

May 14 2014:

- Grades 1-4, 9:30am & 10:30am
- Grades 5-10, 1:00pm
- 2 Renewal Credits Available for Teachers, 3:30-5:00pm

For more information, contact [Alli DePuy](#), 406-830-3232

## Information Technology Services

### School Computer Program has 18 New and Used Server Racks

The OPI School Computer Program has 18 new and used server racks that are available to Montana public schools at no charge. You must travel to Helena to pick them up. These racks are in like new condition and would provide years of reliable service to schools who are currently using or may want to move to a rack mount server environment. Typical dimensions are 78 to 80 inches tall, 40 to 42 inches deep and 24 inches wide. Standard Server rack mounts. If you have questions, please e-mail Scott Buswell at [Sbuswell@mt.gov](mailto:Sbuswell@mt.gov).

For more information, contact [Scott Buswell](#), 406-495-9695

## Measurement and Accountability

### AIM 'End of Year Collection' and Infinite Campus Update

#### AIM End of Year Collection Begins May 12

The AIM End of Year Collection begins May 12 and ends June 13, 2014. This collection includes multiple components: configuring calendars for the 2014-15 year, rolling enrollment records into the 2014-15 year, finalizing student enrollment data for the current year, and entering graduation information. Detailed instructions for completing the End of Year Collection will be available in the Quick Reference Guide on the OPI AIM Website. Questions regarding this collection should be directed to the AIM Help desk at 1-877-4AIMMT1 (1-877-424-6681) or [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov).

#### AIM Infinite Campus Version Will be Updated the Weekend of June 27th

The AIM Infinite Campus version will be updated the weekend of June 27th. AIM will be unavailable during that weekend. After the update, the screens will have a new look with simplified navigation, but they will function the same as before the update. The OPI AIM staff will provide more information as we get closer to the end of June.

For school staff who are interested in learning more about the new version now, they can click on this link for a short two minute video on how the interface will be changing:

[http://media.infinitecampus.com/public/learn/Explore/User\\_Interface/story.html](http://media.infinitecampus.com/public/learn/Explore/User_Interface/story.html)

#### AIM will be Unavailable During the Weekend of June 13th

AIM will be down the weekend of June 13th for system maintenance. The OPI AIM staff will send reminders as we get closer to this date.

For more information, contact [The OPI AIM Help Desk](#), 1-877-424-6681

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## School Finance

### School Finance/E-Grants Summer Workshops

The Montana Office of Public Instruction (OPI) will be hosting free regional school finance workshops this summer. The workshop series is comprised of two separate all-day workshops: the School Finance Summer Workshop, and the E-Grants Easy Tour Workshop. All workshops will be held in school computer labs; you may bring a personal laptop if desired but please be advised that wireless internet may not be available in all locations.

The School Finance Budgeting and Accounting Workshops will focus on reviewing and providing updates on various issues including, senate bill 191 tuition laws, the Natural Resource and Development K-12 Payment, election laws, and new accounting codes as a result of Governmental Accounting Standards Board (GASB) pronouncements #63 and #65.

The E-Grants Easy Tour workshops allow OPI representatives to assist district staff in the completion of their E-Grants applications for the upcoming 2014-2015 grant year. In addition to the E-Grants Coordinator, there will be a staff representatives present for questions related to Title I-A Basic, Title I-A Schoolwide, McKinney-Vento Homeless, IDEA Part B and IDEA Preschool. We strongly encourage all superintendents, business managers, and/or federal grant program coordinators to attend. Districts should complete most, if not all, of the applications during the workshops.

Please see below for dates and regional locations of all workshops. More details, including registration information, will be forthcoming.

#### Helena

- July 7: School Finance Summer Workshop
- July 8: E-Grants Easy Tour Workshop

#### Havre

- July 8: School Finance Summer Workshop
- July 9: E-Grants Easy Tour Workshop

#### Kalispell

- July 9: School Finance Summer Workshop
- July 10: E-Grants Easy Tour Workshop

#### Missoula

- July 10: School Finance Summer Workshop
- July 11: E-Grants Easy Tour Workshop

#### Sidney

- July 14: School Finance Summer Workshop
- July 15: E-Grants Easy Tour Workshop

#### Billings

- July 15: School Finance Summer Workshop
- July 16: E-Grants Easy Tour Workshop

#### Lewistown

- July 16: School Finance Summer Workshop
- July 17: E-Grants Easy Tour Workshop

#### Butte

- July 17: School Finance Summer Workshop
- July 18: E-Grants Easy Tour Workshop

For more information, contact [Kate Vatter](#), (406) 444-7841

### School Elections Deadlines

May is the month for school elections! Please pay careful attention to these upcoming election deadlines:

- *Monday, May 5th (by noon)*: Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election (Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list).
- *Monday, May 5th*: The district clerk (if running the school district election) should receive a certified copy of the lists of registered electors for each polling location.
- *Tuesday, May 6th*: ELECTION DAY!!!
- *Wednesday, May 21st*: The deadline for trustees to canvass the votes, issue certificates of election and publish results. The canvassed results should be published immediately in a newspaper that will give notice to the largest number of people in the district.
- *Monday, May 12th – Monday, May 27th*: Petitions for a recount (when a question submitted to the voters is decided by a margin not exceeding  $\frac{1}{4}$  of 1% of total votes cast) must be filed within 5 days of official canvass.
- *Wednesday, May 21st*: Candidates must complete and file the Oath of Office with the County Superintendent.
- *Wednesday, May 21st*: The deadline for trustees to hold their organizational meeting to elect chair and appoint clerk.
- *Friday, May 30th*: The deadline for requesting the county election administrator to conduct school elections for the ensuing year.

The School Election Calendar and Election Manual are located on the OPI website at the following link: [CLICK HERE](#)

For more information, contact [Janelle Mickelson](#), (406) 444-3249

### Important June 1 Deadlines

All public elementary, high school and K-12 districts requesting approval of additional ANB for funding purposes, must submit form PAA-3 by *June 1, 2014*. Refer to 20-9-313, MCA for a list of the conditions when a district is eligible to apply for additional ANB funding.

- *Anticipated Enrollment Increase*: School districts may submit applications for an increase in ANB for FY2014-15 through *June 1, 2014*.

- *Reopening an Elementary or High School:* The County Superintendent of Schools must provide an estimate of enrollment for the reopened school for the ensuing year, including a clear explanation or documentation showing the basis for the estimate.
- *Transition from Half-Time to Full-Time Kindergarten Program:* School districts that intend to transition from half-time to full-time kindergarten program in FY2014-15 must indicate the anticipated percentage of kindergarten students to be offered a full-time program for FY2014-15 for each elementary budget unit.

Form PAA-3 is available on the OPI website at this link:

<http://www.opi.mt.gov/pdf/schoolfinance/forms/PAA3AddANB.pdf>

For more information, contact [Nica Merala](#), (406) 444-4401

### **New Regulations Regarding Medical Examiner Certificates for Bus Drivers**

Beginning May 21, 2014, the Federal Motor Carrier Safety Administration (FMCSA) is requiring that all interstate/intrastate commercial motor vehicle (CDL) holders may only have their medical certification or recertification performed by a licensed Ph.D. that is on the National Registry of Certified Medical Examiners (National Registry).

The National Registry ensures that all licensed Ph.D.'s who conduct driver medical certifications have been trained in FMCSA physical qualifications standards and guidelines (49 CFR 390.103).

For more information regarding the new requirement, please click on the following link:

<http://www.fmcsa.dot.gov/rules-regulations/administration/rulemakings/final/National-Registry-of-Certified-Medical-Examiners.pdf>

The directory of qualified medical examiners can be accessed at the following link:

<https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>

School bus drivers must hold a valid CDL, first aid, and medical certificate in order for a district to receive transportation reimbursement.

For more information, contact [Donell Rosenthal](#), (406) 444-3024

### **Bus Routes and Individual Contracts FY2014-15**

School Districts that are interested, may roll over their Individual Contracts and Bus Routes for FY2014-15 in the Pupil Transportation Program. The process to accomplish this is located under the "Administration" tab in the Pupil Transportation Program.

For more information, contact [Donell Rosenthal](#), (406) 444-3024

### **Pupil Transportation FY2013-14 Second Semester Reimbursement Claims**

By May 24th, districts must electronically enter and submit 2nd Semester Bus Route Reimbursement Claims (TR-6) and Individual Contract Reimbursement Claims (TR-5) into the Pupil Transportation Program.

Pursuant to ARM 10.7.101 districts must also send the county superintendent one copy of their completed transportation TR-5 and TR-6 claims upon submittal.

By June 1st, county superintendents must verify and electronically approve district's Bus Route Reimbursement Claims (TR-6) and Individual Contract Reimbursement Claims (TR-5) for 2nd semester in the Pupil Transportation Program.

2nd Semester Transportation Reimbursements will be disbursed to school districts and counties on June 27th.

For more information, contact [Donell Rosenthal](#), (406) 444-3024

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## Special Education

### **MBI summer institute 2014**

Registration for the 2014 MBI Summer Institute is open. Please consider joining us for part or all of this incredible week of professional development and networking with some of the finest presenters from Montana and throughout our nation. Highlights to this year's Institute include: Graduation Matters Montana, Health and Nutrition, Integrated Mental Health, Early Childhood and Youth Voice. Popular sessions like MBI 101, Classroom Behavior Management, Montana Common Core, Assessment and Instructional Strategies will also be presented. Jim Grant and Bob Brooks will be back as keynote presenters. Following is the link to register and review this year's sessions: <https://tofu.msu.montana.edu/cs/mbi2014>. We look forward to celebrating another year of education in Montana the week of June 16!

For more information, contact [Susan Bailey-Anderson](#), 444-2046

### **2014 Summer Mentor Institute**

Co-Teaching and Collaboration: Practical Strategies and Tools

July 28 – July 31, 2014, Holiday Inn, Bozeman, MT

You are cordially invited to join local Montana co-teaching experts Dr. Patricia Ingraham and Nancy Marra, along with international co-teaching expert Susan Hentz, for Year 3 of our 5-year cycle on co-teaching.

This year's institute will feature strategies and tools on: co-teaching basics; communication; highly engaged inclusive classrooms; as well as using co-teaching with the content standards, teacher evaluation, and assessment practices. Montana teachers and administrators will provide a round-table discussion on standards-based IEPs.

The training for Year 3 is designed to bring any new attendees up-to-date from the previous two years. This training will benefit all stakeholders in your school/district--administrators, teachers, specialists, paraprofessionals, and parent volunteers.

There is no charge for the institute. Registration link: <http://www.keysurvey.com/f/608338/5d5a/>

For more information, contact [Annette Young](#), 444-0299